



Fiscal Year 2015
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR PROPOSALS (RFP)

CAPITAL IMPROVEMENT PROJECTS – HOUSING REHABILITATION

RFP Number:
(CDBG Program Office Use Only)

A. APPLICANT AGENCY INFORMATION

1. GENERAL INFORMATION

Agency Legal Name:	
Project Name:	
Project Site Address:	

FUNDING REQUEST INFORMATION

Total amount of CDBG funding requested in this RFP:	
Total amount of funding secured for this proposed project:	
Total cost to complete this proposed project:	

HEAD OF AGENCY CONTACT INFORMATION

Name:	
Title:	
Address:	
Phone number:	
E-mail address:	

HEAD OF FISCAL CONTACT INFORMATION

Name:	
Title:	
Address:	
Phone number:	
E-mail address:	

RFP CONTACT INFORMATION

Name:	
Title:	
Address:	
Phone number:	
E-mail address:	

B. GENERAL PROJECT INFORMATION

1. Relationship to the FY 2015-FY 2019 Consolidated Plan Goals

a. The FY 2015-FY 2019 Consolidated Plan Goals are listed below. **Select only one goal** that your agency believes is most appropriate for your proposed project:

	Goals	CDBG Eligible Activity		
		PS	CED	CIP
<input type="checkbox"/>	Enhance the City's economic stability and prosperity by increasing opportunities for job readiness and investing in economic development programs.	X	X	N/A
<input type="checkbox"/>	Strengthen neighborhoods by investing in the City's critical public infrastructure needs.	N/A	N/A	X
<input type="checkbox"/>	Improve housing opportunities by creating and preserving affordable rental and homeowner housing in close proximity to transit, employment, and community services.	N/A	X	X
<input type="checkbox"/>	Assist individuals and families to stabilize in permanent housing after experiencing a housing crisis or homelessness by providing client-appropriate housing and supportive service solutions.	X	N/A	X
<input type="checkbox"/>	Invest in community services and non-profit facilities that maximize impact by providing new or increased access to programs that serve highly vulnerable populations such as youth, seniors, and food insecure households.	X	X	x
<input type="checkbox"/>	Meet the needs of persons with HIV/AIDS and their families through the provision of housing, health, and support services.	X	N/A	N/A

b. Based on the Consolidated Plan Goal selected in B.1.a., specifically describe the following related to your proposed project:

- 1) The specific needs the project seeks to address, summarizing any statistics, data, or other documentation that demonstrates the need; and
- 2) How will the proposed project address the needs identified.

[Type response here.]

2. Project Target Population Information

<i>Select all populations to be served by the proposed CIP-Rehab:</i> <i>*Populations identified as highly vulnerable in Consolidated Plan Goals</i>	<input type="checkbox"/> Seniors*	<input type="checkbox"/> Victims of Domestic Violence
	<input type="checkbox"/> Food Insecure Households*	<input type="checkbox"/> Victims of Child Abuse
	<input type="checkbox"/> Youth*	<input type="checkbox"/> Victims of Other Crime
	<input type="checkbox"/> Homeless	<input type="checkbox"/> Illiterate Adults
	<input type="checkbox"/> Persons with Disabilities	<input type="checkbox"/> Persons with Mental Illness
	<input type="checkbox"/> Persons with HIV/AIDS	<input type="checkbox"/> 51% of clientele documented as LMI

3. Project Benefit to Low and Moderate-Income Clients/Households

All projects must select one of the categories below and respond to the appropriate set of questions for that category:

- 1) ☐ Will this project serve Low/Moderate Areas? Complete Table a.
- 2) ☐ Will this project serve Limited Clientele? Complete Table b.

[illegible]

b. LIMITED CLIENTELE-Please complete table below:	
1. Total number of Individuals served by the project (City of San Diego residents and non-residents)	
2. Total number of City of San Diego Residents served by the project.	
3. Percentage of City of San Diego Residents served by the project in relation to the total number of individuals served by the project	
4. Number of City of San Diego Residents served by the project that are LMI (their income falls at or below 80% of the Area Median Income OR they are presumed LMI)	
5. Percentage of City of San Diego Residents served by the project that are LMI (their income falls at or below 80% of the Area Median Income OR they are presumed LMI)	
6. Number of City of San Diego Residents served by the project whose income is at or below the 50% Area Median Income	
7. Percentage of City of San Diego Residents served by the project whose income is at or below the 50% Area Median Income	

8. Describe methods and reasoning used to arrive at the numbers identified in b.1 – b.7 above. Clearly describe any assumptions made and identify the sources of the information and the data used as applicable.

[Type response here.]

4. CDBG Project Performance Outcome Measures

a. Please list quantifiable and measurable **outcomes** (see CDBG RFP Handbook) for the proposed Housing Rehabilitation Program or Project.

At least one is required.

b. How will you measure the project's performance, collect data, and track or verify the outcomes?

c. Describe how the project will provide a high benefit to San Diego communities in relation to the amount of funds being requested and the type of service provided

[Type response here.]

C. PROPOSED PROJECT CATEGORY INFORMATION

1. CIP-Housing Rehabilitation Programs and Housing Rehabilitation Projects:

a. Select the CIP-Housing Rehabilitation category that is most appropriate for your agency's proposed project.

<input type="checkbox"/> Single Units (owner-occupied)	<input type="checkbox"/> Multi-Units (affordable housing rental units)
Total number of units to be rehabbed =	Total number of units to be rehabbed =
<input type="checkbox"/> Single Units (rented/leased)s=	<input type="checkbox"/> Multi-Units (non-affordable housing rental units)
Total number of units to be rehabbed =	Total number of units to be rehabbed =

b. Has your agency's identified the specific housing units for proposed program or project?

c. If No, describe the strategies your agency will use to identify housing units by December 31st, 2014.

☐

Yes

☐

No

[Type response here.]

d. Describe the proposed **Housing Rehabilitation Program/Project** and each activity for which your agency is requesting CDBG funding. For each activity listed:

- 1) Provide detailed descriptions of the activity, including but not limited to:
 - a. Type of rehabilitation, bidding process, site preparation, relocation, construction/renovation work, project status inspections; and LMI client/household occupancy.
- 2) Timeline to complete each activity.

[Type response here.]

e. Describe your agency's experience in completing similar projects and highlight past accomplishments.

[Type response here.]

D. PROJECT BUDGET INFORMATION

1. Total Project Information

	AMOUNT SECURED*	AMOUNT NOT SECURED	% OF TOTAL BUDGET
FY 2015 CDBG Request from City of San Diego			
HOME			
ESG			
HOPWA			
Other Federal Funds			
State/Local Funds			
Private Funds			
Agency Funds			
TOTAL PROJECT FUNDING			100%
% of TOTAL PROJECT FUNDING			

*Supporting documentation is required for amounts listed as secured and as leverage to the proposed CDBG project.

a. Will Subcontractors and/or Consultants be procured to implement any portion of the proposed CDBG project?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
b. Will the project collaborate with other service providers in the community to achieve the outcomes previously listed to maximize benefit to the clients/households served? If Yes , briefly describe the collaboration efforts that will be made with existing services providers and/or community resources:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

[Type response here.]

2. Proposed FY 2015 CDBG Project Budget Information

- a. List the FY 2015 CDBG Personnel Budget for the proposed CIP-Housing Rehabilitation Program. (PERSONNEL BUDGET TABLE FOR SITES NOT IDENTIFIED ONLY)
(Total Personnel and Non-Personnel charges may not exceed 15% of the total CDBG budget.)

Position Title	CDBG AMOUNT (SALARY/WAGES + FRINGE)	% OF TOTAL
TOTAL PERSONNEL		

- b. List the FY 2015 CDBG Non-Personnel Budget for the proposed CIP-Housing Rehabilitation Program.

LINE ITEM/TYPE	CDBG AMOUNT	% OF TOTAL
Consultant/Professional Services:		
CIP Project Management Services: (capped at 15% of CDBG budget) (PERSONNEL + NONPERSONNEL FOR SITES NOT IDENTIFIED ONLY)		
CIP Construction Management Services: (capped at 6% of CDBG budget): (SITES IDENTIFIED ONLY)		
CIP Construction/Renovation (Materials and Labor):		
CIP Lead-Based Paint Assessment/Abatement:		
Consultant Services/Professional Services:		
Other Expenses:		
Other Expenses:		
TOTAL NON-PERSONNEL		
TOTAL CDBG PROJECT BUDGET		